



## **Finance Manager**

### **Wheeling Park District**

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**Closing Date:**

**Salary:** 71,885.00 - 92,000.00 DOE

#### **Description:**

**Job Title:** Finance Manager

**Job Status:** Full Time –Exempt

**Division:** Administration

**Primary Work Location:** Community Recreation Center

**Reports To:** Superintendent of Finance

**Supervisory Responsibility:** Accounting Clerk, Bookkeeper and part-time Accounting Clerk

#### **Position Summary**

This position is responsible for cash management and investment. The Finance Manager is responsible for reconciliation of all bank accounts, and account reconciliations and other Accounting and Finance functions and duties as assigned by the Superintendent of Finance for the District.

#### **Essential Job Duties**

- Proficiency with the registration/pos system and serves as point of contact for system information and reporting within the Finance Division.
- Responsible for daily reconciliation of cash receipts for all Park District facilities.
- Updates the daily cash tracking spreadsheet. Verifies deposits in bank account.
- Design and create flexible payment plan to assist customers with program registration payments.
- Manages cash controls, cash handling/drawers, petty cash; and performs periodic cash audits.
- Includes: record and deposit incoming cash, prepare journal entries, monthly close,
- Performs semi-monthly revenue import into the accounting system. Performs monthly earned income process in the registration/pos system.
- Manages Rec-Trac household balances (receivables and credit balances) and reporting in the registration/pos system. Works with Managers on write-offs and refunds.
- Performs annual review and write-offs of stale balances.
- Prepares annual childcare statements for patrons.
- Researches and resolves merchant card chargebacks
- Tracks program and facility refunds due patrons and process checks and credit card refunds.

- Records miscellaneous cash receipts into the registration/pos software, prepares deposits and processes corresponding journal entries.
- Processes various monthly credit card and ACH transactions.
- Financial Accounting and Reporting
- Responsible for the month end close process including journal entries, account reconciliations and preparation of financial reports.
- Reviews and reconciles GL accounts to ensure proper postings and accuracy.
- Responsible for reconciliation of all bank accounts to the general ledger monthly and for the investment reconciliations.
- Responsible for the account's reconciliation to the general ledger monthly.
- Prepares, files and investigates sales tax by monthly deadlines.
- Oversees district cash receipts by tracking spreadsheet. Verifies deposits in bank accounts.
- Responsible for coordinating the inventory spot checks of Chevy Chase Country Club kitchen and golf pro shop on a quarterly basis. Also responsible for ensuring any adjustments required are recorded.
- Responsible for the records disposal for the District in accordance with the laws of the State of Illinois, such as the Records Retention Act and FOIA, on an as needed and an annual basis.
- Responds to employee, vendor, and customer questions and requests in a timely manner.
- Prepare and review monthly journal activity.
- Gather supporting documents requested by auditors in a timely manner on an annual basis or as requested.
- Maintain positive public relations with vendors and coworkers.
- Provide information for monthly board reports quarterly feedback and recommendations on improving financial processes and systems in accordance with District policies and procedures.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional guest service to the internal and external guest.
- Follow the Wheeling Park District policies, procedures, and guidelines. Assist with communication and training
- Researches all NFS checks and credit card rejects in the direct debit accounts
- Maintain good safety awareness and follow all safety guidelines and procedures.
- Assists Superintendent of Finance in daily, monthly, and annual financial projects, including reconciling to the GL.
- Maintains proper mapping and interface between the registration/pos, payroll and accounting systems.
- Prepares monthly Board of Commissioner reports in conjunction with the Director of Finance.
- Assist the Superintendent of Finance in debt financing including bond issuance and post-issuance compliance and disclosure.
- Assist the Superintendent of Finance with investments and managing cash reserves.
- Responsible for supervising finance staff, currently a full-time and part-time Accounting Clerk and Bookkeeper. This includes interviewing, hiring, training; planning, assigning and directing work; appraising performance, rewarding and disciplining; addressing, complaints and resolving problems.
- Assists with internal control procedures throughout the Park District.
- Assists in the development of financial policies and procedures. Develops and implements programs to train staff in proper procedures affecting the Finance Division.
- Responsible for unclaimed property - reviews stale dated checks and contacts payees for re-issue of checks. Issues replacement checks and records JE's

## **Marginal Job Duties**

- May be required to work additional hours during peak times.
- Assist and perform accounts payable / receivable tasks in absence of staff
- Assist with special projects as requested.
- Attend meetings and in-service trainings as required.
- Other duties as assigned.

### **Position Requirements**

Must have a Bachelor's Degree with a minimum of 3 years of business-related experience. Understanding of basic accounting principals required. Must have at least 2 years of supervisory experience. Must have a working knowledge of Microsoft Office Suite and familiarity with financial software. Must have a great problem solving, analytical, organizational, interpersonal and written and verbal communication skills. Must be able to assess competing work priorities to meet deadlines in demanding work environment and determine the appropriate utilization of human and technological resources.

### **Skills and Abilities**

- Demonstrate consistent attendance and on-time arrival.
- A valid driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

### **Working Conditions**

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.
- Must be able to work in a standard office setting; and tolerate all weather conditions while traveling to other facilities.
- Telecommuting eligible position

**Rate of Pay:** \$71,885.00 - \$92,000.00, DOE

In exchange for your time and talent, we offer a generous benefits package including: Medical

Insurance: Blue Cross Blue Shield HMO, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

Please complete the full application with the Wheeling Park District via the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=140592&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>